

Greater St. Louis Federal Executive Board  
Fiscal Year 2003 Annual Report  
Linda Kurz, Chair

#### Executive Summary

Excellence in Public Service: Leadership, Patriotism, Teamwork was the theme for the Greater St. Louis Board's Fiscal Year 03 Strategic Plan. The plan covers a five-year span, so no significant changes were made to the framework. However, specific tasks related to the three major objectives were updated throughout the year.

The five most valued accomplishments of the year in the strategic plan framework are:

##### Training and Promoting Excellence-Diversity Awareness Programs

Affiliation with the Diversity Awareness Partnership. The Partnership is a community-based organization whose mission is to encourage the St. Louis community to value all of its constituents. The membership is comprised of corporations, universities, the three professional sports teams, leadership groups, and community organizations like the Girl Scouts. The Partnership has several education and public relations initiatives targeted to high school students. The Board has benefited by membership in the Partnership in several tangible ways. The Partnership has provided speakers on diversity awareness for several of the special emphasis council seminars. In addition, the St. Louis Rams have channeled hundreds of tickets to members of the military through the working relationship with the Board's Executive Director, who serves as the Partnership representative. Much goodwill has been generated through that opportunity.

##### Community Service/Information-Gateway Combined Federal Campaign

Increased accountability for Combined Federal Campaign. The Board serving in its capacity as the Local Federal Coordinating Committee selected the independent public account to audit the principal combined fund organization. Previously, the PCFO engaged its own firm to perform the annual audit. The Board believed that both the cost of retaining that firm and the potential for conflict of interest necessitated the move to another firm. The partner for the audit firm met a number of times with the leadership and the CFC Finance Committee to clarify the reports and to suggest future action. That information, coupled with the information from the OPM Inspector General's audit, will guide the LFCC in financial oversight.

In addition to independently engaging the auditor, the LFCC directed increased attention to the Scope of Work and budget proposal. Prior to contracting with the PCFO, the LFCC met with the President and a Senior Vice President of the United Way of Greater St. Louis to discuss key concerns with campaign staffing and management. In a second meeting with United Way staff responsible for the campaign, the 2003 budget was reviewed on a line-by-line basis. As a result, the original budget was reduced by almost \$10,000.

##### Member Services-Emergency Readiness, Response, and Recovery

Increased emphasis on emergency planning. The Board adopted a policy on emergency notification, and established a committee to handle those situations in which the Board would need to notify agencies of a variety of events. Membership on the Emergency Response committee was expanded, and materials prepared by the City of St. Louis were shared with a number of agencies. The Secret Service Special Agent in Charge opened a briefing, intended for his office, on emergency operations procedures to Board members.

##### Member Services-New Member Orientation

Continued development of a collegial Board with committed leadership in all aspects of the Board's mission. This leadership commitment was most apparent in the seamless transition of the chair position when the 2003 chair transferred to another city at the very beginning of the program cycle. The first vice chair took over and provided key support to all endeavors.

Engagement of new members at the outset of their taking over as agency head. The flow of members on and off the Board is constant. We put high value on maintaining complete and accurate records of the agencies represented. The new member lunch and briefing has resulted in many members attending the Board meetings and participating actively in other events.

Attendance at Board meetings has at least doubled in the last two years. More significantly the members and/or their official alternates are the people attending. Average attendance at the quarterly meetings in FY 03 was 38 individuals. (The Board had 83 member agencies in that timeframe. Of those, 47 were represented at least one meeting. Twenty-five of the agencies have long histories of non-participation in Board meetings, but even some of those support other events like the Combined Federal Campaign.)

##### Also significant-

Move to new facility. The Board's staff office moved in June to larger space in a different federal building in downtown St. Louis. The move provided for much needed meeting and storage space. The National Geospatial-Intelligence Agency supports the Board, and provided new PCs for both staff and covered the expenses for the build out of the space. The General Services Administration now provides the network support and all software. The move to a different network presented some significant challenges for the transfer of email file storage. The regional Chief Information Officer for GSA must approve future system upgrades and the use of new applications.

#### Accomplishments Related to the Federal Executive Board Goals:

##### Advance the Administration's Goals and Initiatives

Each of the Board's quarterly meetings had a program component that addressed an Administration initiative. Examples of the briefings are the impact of the new Department of Homeland Security on the St. Louis Federal Community, human capital responsibilities directed through the Army's Human Resource Command-St. Louis, the current status of the "scorecard", and the roles and responsibilities of the Drug Enforcement Agency in St. Louis.

The front page of the website had postings of national emergency information, Department of Homeland Security link, and links to OPM's e-training site.

The Executive Director attended national conference on Implementing the President's Management Agenda sponsored by the Performance Institute. This training provided some key agency contacts and insights on the specifics of the President's Management Agenda.

##### Create and Advance Local Initiatives

The four Special Emphasis Councils each conducted a day-long seminar with outreach to 44 agencies and close to 1000 employees.

Excellence in Government Awards generated 150 individual and team nominations from over 30 agencies. Close to 500 people attended the awards breakfast highlighted by remarks from local TV broadcaster, Art Holliday.

The St. Louis RAMS for the second year requested assistance from the Board in arranging for 100 current military and veterans to participate in the annual Veterans Salute. The contingent included representatives from all of the services and 10 different agencies including the Veterans Administration Regional Office. (Home to a number of veterans who can still wear their uniform, which is required for the game.)

Celebrity Reading in the St. Louis Public Schools held in September. A number of Board members including the Special Agents in Charge for FBI, DEA and the Secret Service spent several hours in one of the city schools reading and talking to students. This request for readers was a last minute deal, and the Board responded so enthusiastically that they are doing it again on January 28.

St. Louis Marathon trials for the 2004 Women's Olympic qualifying marathon (to be held in St. Louis) request for volunteers resulted in over 30 people working the two day event and 7 runners in the local competition. Most of the local runners work for the US Attorney's Office.

The St. Louis Cardinals also asked for the Board's support for the annual Card's Care Winter Warm-up. A number of federal employees volunteered for the weekend in event.

##### Provide Information, Referrals and Guidance for Intergovernmental and Community Outreach

Assisted Defense Enterprise Computing Center and Defense Contract Management Agency -STL with job referrals and placement as both agencies have been downsized.

The Small and Disadvantaged Business Opportunity Seminar and exhibition had representatives from 130 small businesses, and a total attendance of 250 for the day-long event. The keynote address was given by the Mayor of the City of St. Louis.

The Executive Director was invited to speak at Washington University's Senior Seminar sponsored by the University's Placement Center. This invitation was significant because the University has never pursued job placement for its students in government.

The Board supported the Downtown St. Louis Federal Employees Homebuyers Fair. This highly successful event was produced by the Department of Housing and Urban Development.

CFC Results: the 2003 pledge amounts have surpassed the 2002 pledges and the total is over \$2.8 million. Truly significant is the volunteer support the agencies provided. The campaign had a record number of Campaign Representatives and the Labor Chair who was an active leader in all aspects of the campaign invigorated the support from the Labor unions.